

**MINUTES OF THE
March 28, 2013
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on March 28, 2013 in the Community Development Conference Room of Urbana City Hall.

Commission Members

Present: Willard Broom, Marion Knight

Absent: none

Staff Present

Present: Vacellia Clark, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator.

Proceedings

Commissioner Broom called the meeting to order at 10:05 a.m. and Ms. Collins recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the March 14, 2013 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Public Participation

There was no public participation.

Action Items

A. Revision to Animal Control Officer Job Description

Staff provided Commission with a revised job description with highlighted increase in responsibilities added for the position of Animal Control Officer. A job audit was conducted and an increase in pay was recommended after comparison to other similar jobs in the State. The position is an AFSCME position so any pay increase would have to be negotiated during upcoming Union bargaining. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval of the current revisions in the job description. The completed job description will be reviewed for approval at the next scheduled commission meeting.

B. Fire Fighter Hiring Rules

Staff provided Commission with a draft of Fire Fighter Hiring Rules. After discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

C. Approval of Fire Fighter job posting

Staff provided Commission with a draft of Fire Fighter Job Posting. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

D. Approval of Fire Fighter job description

Staff provided Commission with a draft of Fire Fighter Job Description. After a discussion and some minor revisions, Commissioner Broom moved and Commissioner Knight seconded approval.

E. Re-schedule April Meeting

Staff requested re-scheduling the April meeting due to the timing of a scheduled exam in April. There would not be adequate time before the meeting to establish a passing score and register. The commissioners agreed on May 2nd at 10:00 a.m. for the new date and time.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary